

File No. 5750-Furnish & Deliver One Year 2012 VAC.CON Sewer Cleaner/Freightliner-
Thursday March 22, 2012 @ 11:00 AM

FORMAL BID	
FILE NO:	
COMMODITY: Furnish and Deliver One Year 2012 VAC.CON Sewer Cleaner/Freightliner Truck	
NAME OF BIDDER:	
BIDDER'S FED. ID.	

TO: Cynthia H. Griffin, Purchasing Agent
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

H: (617) 349-4310

FAX: (617) 349-4008

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the Cambridge Chronicle on Thursday, March 8, 2012 which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA by **11:00 A.M. on Thursday, March 22, 2012. This bid may be downloaded from the City's web site, www.CambridgeMa.gov. Online Services, Current Bid List, Formal F# 5750.** Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advance of the due date and time. Late proposals will not be accepted.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Formal Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document".**

The envelope containing the bid must be labeled: "This envelope contains a bid for **Furnish & Deliver One Year 2012 VAC.CON Sewer Cleaner/Freightliner Truck opens at 11:00 A.M. on Thursday, March 22, 2012.** The bid and all documents submitted with it are public records.

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated.

See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Formal Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE NUMBER _____ FAX NUMBER: _____

EMAIL ADDRESS _____

Please check one of the following and insert the requested information:

() Corporation, incorporated in the State of: _____

() Partnership. Names of partners: _____

() Individual: _____

Bidder Name _____

GENERAL TERMS AND CONDITIONS

LAWS:	All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
EQUAL OPPORTUNITY:	The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
TAXES:	Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
QUANTITIES:	Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
BID PRICES:	Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
DELIVERY AND PACKAGING:	Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be "inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted. Rejected material will be returned to the vendor at the vendor's expense.
MODIFICATION OF BIDS:	Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
REJECTION OF BIDS:	The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
AWARD OF CONTRACT:	Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.
INDEMNITY:	Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
TERMINATION OF CONTRACT:	Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.
ASSIGNABILITY:	The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.
MATERIAL SAFETY DATA SHEETS:	Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

Bidder Name _____

File No. 5750-Furnish & Deliver One Year 2012 VAC.CON Sewer Cleaner/Freightliner-
Thursday March 22, 2012 @ 11:00 AM

TO: Cynthia Griffin, Purchasing Agent
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to **Furnish and deliver one Year 2012 VAC.CON Sewer Cleaner mounted on a 2012 Freightliner Truck Chassis** to the City of Cambridge Department of Public Works. One award will be made as a result of this formal bid. Prices must remain FIRM during the entire contract period. A contract will be awarded to the responsive and responsible bidder offering the lowest price for the equipment.

Contract will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.

Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

A sample contract is attached hereto. The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.

Questions concerning this Formal Bid including any exceptions to the specifications must be submitted in writing to Fax # 617-349-4008 to Office of the Purchasing Agent, Cynthia H Griffin. All questions must be submitted no later than March 15, 2012 by 2:00 PM. An addendum will be posted to the website to notify all bidders of the questions and answers.

Please check the website for addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums. Please check the bidders list on the website. If your firm is not listed please click on "Registry" and notify us that you have downloaded the bid document.

Bid Results

The tab sheet and the contract award information will not be mailed to bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

PLEASE SUBMIT YOUR BID IN DUPLICATE

Bidder Name_____

Scope of Services

Equipment to be furnished and delivered under this bid shall be one Year 2012 VAC.CON Duel Engine PD Combination Sewer Cleaner Machine PD3690H/1000 mounted on one Year 2012 Freightliner M2 106V, 46,000 lb. gvw, Truck Chassis.

Delivery

All bids shall be FOB destination. The term FOB destination shall mean delivered and unloaded in-house at the Department of Public Works garage, 147 Hampshire Street, Cambridge, Mass. 02139. An authorized City representative will inspect the equipment before acceptance. The equipment must be delivered with a full tank of fuel.

Equipment must be delivered within sixty days of contract execution. The City has the right to reject any late delivery. Vehicle and equipment delivery and liability remains with the Contractor until the products are properly delivered and signed for by the City.

Owner Manuals

The successful bidder shall provide at least two (2) sets of owner/shop manuals at no additional cost. The Department of Public Works will also be placed on the mailing list for revisions to these manuals and for receipt of Dealer Service Bulletins as they are published.

Specifications

One new Year 2012 VAC.CON Duel Engine PD Combination Sewer Cleaner Machine PD3690H/1000 mounted on one new Year 2012 Freightliner M2 106V, 46,000 lb. gvw, Truck Chassis and related equipment.

SEWER CLEANER MACHINE:

One New and Unused Year 2012 VAC.CON Duel Engine PD Combination Sewer Cleaner Machine PD3690H/100 and related equipment.

Debris body:

Debris storage body to have minimum usable liquid capacity of 9 cubic yards and be constructed of 3/16 inch ASTM A242 Corten steel. The rear door to be dished and flanged, full opening, and hinged at the top with low profile adjustable hinges maintaining a 12' maximum overall height. 6" liquid drain valve, "knife valve type" and screen weldment inside for removing excess liquids. Drain must have 10 feet of 6" lay flat hose. The rear door to have a debris deflector shield located inside the debris tank that encompasses 75 percent of the rear door. Rear door safety prop provided. The debris body to have five (5) externally mounted hydraulic door locks operated by one sequential control and to have one manual T bolt. Hydraulically operated rear door.

Dual steel removable weldments with stainless steel screen 8" x 28" each providing 1200 square inches of filtration for the vacuum system inside the debris tank. Double acting power up/power down hydraulic scissors lift mechanism to raise body to a minimum 60 degree angle. The lift mechanism shall support a minimum of 24 inches of the debris tank width for stability and have a lift capacity of 56,000 lbs. Dump controls located on curbside with manual override system. An internal polyethylene float device with external display indicating body load capacity.

5 year warranty on debris body

Automatic vacuum breaker:

Automatic vacuum breaker assembly located inside the body, controlled by an electric over hydraulic circuit, replaceable via a bolt on assembly and consists of a 12" inlet and two 8" ports that provide air flow to the vacuum system. Automatic vacuum breaker system will shut down the airflow to the vacuum system to prevent overfilling and wastewater discharge into the atmosphere and will activate when the parking brake system is released. Controlled at the front hose reel control station.

:

Bidder Name_____

Positive displacement blower:

Lobe type positive displacement blower to have a minimum 4000 CFM's at 18" of Hg. with cyclone separator and have control at the front of the truck. The vacuum system shall operate independently of the high-pressure water system. The compressor shall be driven by the chassis engine via a closed loop hydrostatic system using a variable piston pump and motor. The system shall include a heat exchanger to maintain the pump suction oil temp at 160 deg. F. max. The heat exchanger shall be protected by a 30-micron filter and cold weather by pass valve. Hydrostatic loop filtration using a 10 Beta micron return filter and a 10-micron Absolute (no bypass) charge filter. The blower protected by (2) two 3" diameter vacuum relief valves and mounted on a frame independent of the water tank. The system to incorporate an air/water separator and a sound silencer. Unit must be capable of vacuuming under water without air induction.

12-month warranty on positive displacement blower.

Vacuum pick up hose:

Shall be front loading attached at the front of the machine. 8" hose mounted on a boom to provide minimum 18' vertical lift utilizing dual hydraulic cylinder and 230 degree of boom rotation powered hydraulically. Boom to have a lift capacity of 500 lbs. and to hydraulically telescope a minimum of 10 ft. without changing height. Wireless remote control to be provided for Boom, Vacuum Breaker, Chassis Throttle, and Debris Body functions. Manual override system for right/left, and up/down functions. Boom coverage chart provided.

8 inch diameter pipe extensions with clamps will be provided and carried on the truck as follows:

- 1 6-1/2' Catch Basin Nozzle
- 1 6' Aluminum Pipe Extension
- 1 5' Aluminum Pipe Extension
- 2 3' Aluminum Pipe Extension
- 1 8" adjustable air gap for underwater vacuuming
- 2 spare quick clamps

Water supply:

Water tanks to have a minimum usable capacity of 1,000 U.S. gallons and be constructed of non-corrosive, non-metallic, durable, cross-linked polyethylene. The water tanks to be mounted at and below the truck frame level and include a 2-1/2 inch x 25 feet hydrant hose with hydrant wrench, anti-siphon fill device, inspection ports, water level gauge and to be protected by minimum 11 gauge steel plating mounted below the water tanks.

Ten year replacement warranty on water tanks

Auxiliary engine (Water pump drive engine):

John Deere model 4045 liquid cooled, waste gate, turbo charged, after cooled, common rail, diesel powered, 4 cylinder heavy-duty industrial engine with minimum 275 CID and rated at 140 BHP at 2400 RPM, integrated liners; one piece cast cylinder head and an electronic speed governor. Digital diagnostic monitoring panel on driver's side. Standard integrated safety shutdown system.

High-pressure water pump:

Continuous duty flow of 65 gpm and 2000 psi, relief valves for both the high-pressure system and hand gun system, operation independent of the vacuum system, powered by the auxiliary engine, capable of running dry, controls at the front hose reel and cold weather drain valve.

5 year replacement warranty on high-pressure water pump.

Hose reel assembly:

Mounted on front of vehicle. Minimum of 30" inside diameter with a capacity of 600' x 1" hose.

Hydraulically powered with flow control device. Articulates 180 degrees to the driver's side. Hydraulic outrigger leg with warning light. Manual bypass system

Jet Hose:

500'x 1" jet rodder hose with 2500 psi pressure and 6250 psi burst pressure and heavy duty hose guid with 25' of nylon rope

Nozzles hardened steel with replaceable ceramic orifices as follows:

- 1 Chisel head penetrator
- 1 Standard sanitary.
- 1 60 gpm aluminum storm nozzle
- 1 Storm nozzle pipe assembly (skid)

Manhole water cleaning system (Hand gun):

20 gpm, 600 psi, pressure relief valve, on/off hand control, replaceable nozzle tip, 12 inch extension, adjustable spray, 50' x 1/2" hose with retractable reel and attachable by quick couple connection

Hydraulic system and lubrication:

55-gallon capacity, shut off valve, pressure relief valves and pressure gauges.

Accessories:

- 2 35" x 14" x 24" side mounted tool boxes
- 1 Debris body power flush out system
- 1 Heavy reinforced elbow "wear back"
- 1 Rear splash guard, tank mounted (4-8 O'clock Position)
- 1 Winter recirculating system
- 1 Air purge system
- 1 2 1/2" water tank drain gate valve assembly
- 1 Lazy Susan style, deck mounted pipe rack, holds 4 pipe
- 1 Storage box behind cab, 16" x 42" x 96"
- 1 6-Way Pendant Control Station
- 1 Back up camera with monitor, rear vision
- 1 Hand gun bracket assembly
- 1 Hose footage counter, curb side
- 1 Rear mounted tow hooks
- 1 Dual roller level wind guide
- 1 Nozzle rack

Lighting:

- 1 LED strobe light, rear mounted
- 1 4 strobes - stop/turn/tail lights
- 1 LED Arrow board
- 1 Hand held spot light
- 1 Boom mounted flood lights
- 1 Limb guards for flood lights

Color:

Omaha Orange to match City of Cambridge specification.

Training and manuals:

Operator training by factory-trained representative minimum one day at time of delivery. Three copies of the operating and maintenance manual. Operational video.

Truck Chassis:

One new and unused Year 2012 Freightliner M2 106V, 46,000 lb. gvwr, Truck Chassis with Cummins 350 HP engine and Allison 3000 automatic transmission.

Color:

Omaha Orange to match City of Cambridge specifications.

Bidder Name_____

Warranty:

Basic Vehicle: 2 Year/ Unlimited Miles

Engine: 2 Years/ 250,000 Miles/ Unlimited Hours

Transmission: Allison 3 Years/ Unlimited Miles

Cab/Corrosion: 5 Years/ Unlimited Miles

Drive Train: 2 Years/ Unlimited Miles

Frame Rails: 5 Years/ Unlimited Miles

Towing/Roadside Service: 2 Years/Unlimited Miles

ADDITIONAL EQUIPMENT:

One new spare front wheel and tire to match the front wheels and tires provided with the vehicle.

One new spare rear wheel and tire to match the rear wheels and tires provided with the vehicle.

New and unused Two Way Motorola Radio per Cambridge's specifications, installed.

QUALITY REQUIREMENTS

A "No" response, or a failure to respond to any of the following Quality Requirements will result in a rejection of your bid.

Circle "YES" or "NO" for each of the following requirements:

- | | | |
|---|-----|----|
| 1. The bidder has a minimum of three years experience in the manufacture or sale of sewer cleaner machines. | Yes | No |
| 2. Bidder can provide, upon request, proof of financial solvency. | Yes | No |

BID SUBMISSION REQUIREMENTS

Failure to submit documents requested may result in the determination that your bid is non-responsive unless the City deems such failure to be a minor informality.

1. The bidder must submit two sets of literature from the equipment manufacturer describing the specifications of the equipment to be purchased under this bid.
2. The bidder must provide in writing a full statement as to the length of warranties, future upgrades and support of all equipment purchased under this bid.
3. The bidder must provide in writing the names and contact information of three customers who are currently using the equipment to be purchased under this bid. The City reserves the right to use itself as a reference. A bid may be rejected on the basis of one or more references reporting poor past performance by the bidder.

Bidder Name_____

File No. 5750-Furnish & Deliver One Year 2012 VAC.CON Sewer Cleaner/Freightliner-
Thursday March 22, 2012 @ 11:00 AM

PRICE PROPOSAL

All prices are to remain firm. Price must include vehicle, attachments, delivery and warranty as specified.
No additional charges will be authorized.

**One Year 2012 VAC.CON Duel Engine PD Combination Sewer Cleaner Machine PD3690H/1000
mounted on one Year 2012 Freightliner M2 106V, 46,000 lb. gvw, Truck Chassis.**

BID PRICE: \$ _____

BID PRICE IN WORDS: _____

Bidder Name _____

Americans with Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The bidder shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the bidder's services, the individual with the disability must meet the essential eligibility requirements for receipt of the bidder's services or participation in the bidder's programs or activities with or without: 1) reasonable modifications to the bidder's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its bid, the bidder certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the bidder is receiving federal funds.

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the bidder has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors and withholding and remitting child support.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature)

(Name of person signing bid)

(Name of Business)

Address: _____

City, State, Zip Code _____

Bidder Name _____

CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. _____ CORI checks are not performed on any Applicants.
2. _____ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. _____ CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

(Typed or printed name of person
signing quotation, bid or proposal)

Signature

(Name of Business)

NOTE:

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

Instructions for Completing CORI Compliance Form:

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors who check Line 3 will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

This form must be submitted with your bid

Bidder Name _____

City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

Bidder Name_____

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the City.

11. The Personnel Department will assist affected departments in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

ORDINANCE NUMBER 1312

Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.

City of Cambridge

In the Year Two Thousand and Eight

AN ORDINANCE

In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”

Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:

Adding after Section 2.112.050 the following new sections:

SECTION 2.112.060

CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE

Sections:

2.112.061 Purpose

2.112.062 Definitions

2.112.063 CORI-Related Standards of the City of Cambridge

2.112.064 Waiver

2.112.065 Applicability

2.112.061 Purpose

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

2.112.062 Definitions

Unless specifically indicated otherwise, these definitions shall apply and control.

Awarding Authority means the City of Cambridge Purchasing Agent or designee.

Vendor means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

2.112.063 CORI-Related Standards of the City of Cambridge

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to

Bidder Name_____

perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor's deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

2.112.064 Waiver

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

2.112.065 Applicability

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.

Passed to be ordained by a yea and nay vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
City Clerk

**City Of Cambridge
Articles Of Agreement**

Commodity:

File Number:

This agreement is made and entered into this _____, by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and _____, existing under the laws of the State of _____ ("the Contractor").

Address:

Telephone, Fax, E-mail:

Article I. Definition. "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

Article II. Duration. The Contractor shall commence the performance of this contract for the period beginning on _____ and ending on _____.

Article III. Terms. The Contractor agrees to provide the services all in accordance with the bid documents of (bid opening date) or (proposal if appropriate).

Contract Value:

Article IV. Payment. The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice department to which it provided the service, not the Purchasing Department.**

Article V. Termination. The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Bidder Name_____

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

Article VI. Damages. From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

Article VII. Conflict. In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

Article VIII. Governing laws and ordinances. This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of 0% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

Article X. Equal Opportunity. The Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

Article XI. Assignability. The Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

Approved as to Form:

The Contractor:

Nancy E. Glowa
Acting City Solicitor

Signature and Title

Robert W. Healy
City Manager

Cynthia H. Griffin
Purchasing Agent

Bidder Name _____